

Multifamily Tenant Characteristics System (MTCS)



**FSS Enrollments Report Guide
September 1999**

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1. Summary

The *FSS Enrollments Report* summarizes information about the families who enroll in the Family Self-sufficiency (FSS) program. This report shows the total number of FSS enrollments, average family income of FSS enrollments, and the source of assistance these families need to gain independence from rental subsidy programs.

The *FSS Enrollments Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users to:

- Access the *FSS Enrollments Report*
- Understand MTCS report data fields
- Interpret and use the data contained in the report

* This guide is for the *FSS Enrollments Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access the FSS Enrollments Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen

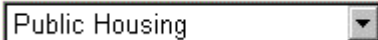
2.1. Program Selection

From the *Selection Menu*,

You must select a single program type to view this report.

Single program types include:

1. Public Housing
 2. Section 8 Certificates
 3. Section 8 Vouchers
 4. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black arrow points downwards from the right side of the box.

- * FSS reports are not available for Indian Housing programs.

2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to select a 'level of information'
 1. National
 2. State
 3. Field Office
 4. Housing Agency
 5. Project (Public and Indian Housing only)



- * The *FSS Enrollments Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
- * For detailed information on how to select a 'level of information,' go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the FSS Enrollments Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *FSS Enrollments Report*

[FSS Enrollments](#)

3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *FSS Enrollments Report* is divided into five sections of information

1. By Selection Preference
2. By Employment Status
3. By Years of School Completed
4. By Source of Assistance
5. By Education and Services Needed

Data Field	Data Field Definition
ADMISSION	
Number of Families Admitted to FSS in Past 15 Months	Number of families with an FSS contract start date in the last 15 months
BY SELECTION PREFERENCE	
Distribution by Selection Preference (%)	<p>Percent of families with an FSS contract start date in the last 15 months within each Selection Preference Category</p> <p><u>Selection Preference Categories:</u></p> <ul style="list-style-type: none"> • Job Training Partnership Act (JTPA) Selection Preference • Other Program Selection Preference • None
BY EMPLOYMENT STATUS	
Distribution by Head of Household's Employment Status (%)	<p>Percent of Head of Household's (HOH's) within each Employment Status Category at the time of admission to the FSS program</p> <p><u>Employment Status Categories:</u></p> <ul style="list-style-type: none"> • Employed (includes full and part-time) • Employed Full-time • Employed Part-time • Not Employed
BY YEARS OF SCHOOL COMPLETED	
Distribution by Head of Household's Years of School Completed (%)	<p>Percent of HOH's within each Year's of School Completed Category at the time of admission to the FSS program</p> <p><u>Year's of School Completed Categories:</u></p> <ul style="list-style-type: none"> • Less than 10 Years • 10-11 Years • 12 Years • 13-14 Years • 15-16 Years • 17+ Years

Data Field	Data Field Definition
BY SOURCE OF ASSISTANCE	
Distribution by Source of Assistance that Family Receives (%)	<p>Percent of families admitted to the FSS program in the last 15 months that receive assistance within each Source of Assistance Category</p> <p><u>Source of Assistance Categories:</u></p> <ul style="list-style-type: none"> • Food Stamps • Medicaid • TANF • SSI • General Assistance • Families who Received Any Assistance
INCOME	
Average Total Family Income	Average annual income of FSS program participants
BY EDUCATION AND SERVICES NEEDED	
Distribution by Families Who Need Assistance(%)	<p>Percent of families admitted to the FSS program in the last 15 months who need assistance within each Assistance Category</p> <p><u>Assistance Categories:</u></p> <ul style="list-style-type: none"> • High School • GED • Post secondary Education • Vocational/Job Training • Job Search/Placement • Transportation • Health Services
Distribution by Families who Need Child Care (%)	<p>Percent of families admitted to the FSS program in the last 15 months who need child care within each Child Care Size Category.</p> <p><u>Child Care Size Category:</u></p> <ul style="list-style-type: none"> • 1 Child • 2 Children • 3 Children • 4 Children • 5+ Children

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

Number of Families Admitted to FSS in the Past 15 Months summarizes the total number of families with an FSS contract start date in the last 15 months. This field provides users with an indicator of whether the PHA's program is growing.

- **Distribution by Families Who Need** education or services summarizes the different types of assistance FSS participants require to achieve self-sufficiency. Different types of assistance in the FSS program include high school diploma, GED, vocational training, or childcare.
- **Distribution by Years of School Completed** is one of the only educational indicators on Form HUD-50058 and in MTCS. This field provides a profile of the Head of Households' educational attainment. It measures the number of years of school the FSS head of household completed.

4.2. PHA Use for the Report

- **Plan and administer programs**

The data in the FSS reports can help PHAs improve the management of their FSS program. PHAs can use this report to identify the level of assistance families require to achieve self-sufficiency and determine if their program provides the needed services. This report can also help PHAs to complete the FSS sections of their PHA Plans.

4.3. HUD Uses for the Report

- **Monitor PHA performance**

HUD staff can use this report to determine if a PHA meets its FSS program obligations. Data on the number of families the PHA enrolled in the program also provide aggregate information on the income of families who enter the program.

- **Plan and administer programs**

HUD staff can use this report to monitor new entrants in the FSS program at a national level. Data in the report can help HUD identify the type of assistance FSS participants' request from PHAs and their level of educational achievement and economic self-sufficiency. A recent FSS Enrollment Report for the Section 8 Certificate program shows:

MTCS – FSS Enrollments Report		
Program: Section 8 Certificates		
Admission		National
Number of Families Admitted to FSS in Past 15 Months		1,998
Distribution by Years of School Completed		National
Distribution	Less than 10 Years	14
By Head of	10 – 11 Years	42
Household's	12 Years	13
Employment	13 – 14 Years	23
Status (%)	15 – 16 Years	6
	17+ Years	1
Distribution by Education/Services		National
Distribution	High School	6
By Families	GED	14
Who Need (%)	Post-secondary education	35
	Vocational/Job training	45
	Job Search/Placement	60
	Transportation	24
	Health Services	24

Of the almost 2,000 new Section 8 Voucher FSS participants, the majority completed 11 years or less of education and the most requested service is job search or placement support. HUD can use the data in this report to shape policy, modify program rules, or create new programs.